OCCUPATIONAL CERTIFICATE

Occupational Health and Safety Assistant

SAQA ID	NQF LEVEL	CREDITS	DURATION	QUALITY PARTNER
121930	4	44	12 Months	HW SETA

OVERVIEW

The Occupational Certificate: Occupational Health and Safety Assistant prepares learners to perform basic administration, coordination, and compliance monitoring within the OHS function. It serves as an entry point into a career path in occupational health and safety for new entrants and currently employed personnel, building essential administrative and compliance competencies.

WHAT YOU WILL BE ABLE TO DO

- Co-ordinate the control of overall Occupational Health and Safety administration.
- Perform basic administrative duties required for the management of OHS meetings.
- Apply basic data analysis to compile basic Occupational Health and Safety reports using standard reporting formats.

MODULES

Knowledge Modules (20 Credits) 226302-001-01-KM-03: Fundamentals of Communication within the OHS Discipline, NQF Level 3, 4 Credits 226302-001-01-KM-04: OHS Administration and Record Management, NQF Level 4, 16 Credits

Practical Skill Modules (16 Credits) 226302-001-01-PM-04: Administer the Key Activities of an OHS Function, NQF Level 4, 16 Credits

Work Experience Modules (8 Credits) 226302-001-01-WM-02: Processes of Executing OHS Administration and Document Management, NQF Level 4, 8 Credits

CAREER OPPORTUNITIES

Occupational Health and Safety Assistant Occupational Health and Safety Officer (via vertical progression)

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ENTRY REQUIREMENTS

NQF Level 3 qualification.

ASSESSMENT

The assessment strategy comprises two stages:

Integrated Formative Assessment:Conducted internally by the skills development provider using curriculum-stipulated internal assessment criteria and weightings to grant entrance into the external assessment. External Integrated Summative Assessment (EISA):Conducted through the QCTO Assessment Quality Partner (HWSETA) via written assessment and the evaluation of practical tasks at decentralised approved assessment sites by a panel of assessors within a period of 1 day (requiring Foundational Learning Competency [FLC] for access).

ACCREDITATION

Type	Accreditation number	Valid until
Assessment centre	01-QCTO/AC-TTC021126123736	29 Oct 2031
QCTO SDP	06-QCTO/SDP250426180717	22 Apr 2031
QCTO SDP	07-QCTO/SDP030326171640	26 Feb 2031
QCTO SDP	07-QCTO/SDP250426180500	22 Apr 2031
QCTO SDP	07-QCTO/SDP260726201835	16 Jul 2031

Verify any accreditation and download letters at www.gcc-sd.com/accreditations

Run this qualification as a learnership

Request a proposal: www.gcc-sd.com/request-a-proposal?qualification=occupational-health-and-safety-assistant-1